

## Academic Affairs Committee Minutes

April 06, 2016 Minutes

Approved April 20, 2016

1. **Roll Call** (3:04 pm) **Members Present:** Walter Archuleta, Judy Barnstone, Peter Buchanan, Craig Conley, Gloria Gadsden, Geri Glover, April Kent, Kerry Loewen, Brooks Maki, Carlos Martinez, Kristie Ross, P.J. Sedillo, William Taylor, Ruthy Watson  
**Also in Attendance:** Casey Applegate-Aguilar, Edward Harrington, Carol Linder, Jennifer Lindline, Carolyn Newman, Benito Pacheco, Michael Raine, Mary Romero, Tom Ward, Ian Williamson  
**Absent:** Teresita Aguilar, Todd Christensen, Robert Karaba
2. **Approval of the Agenda**  
The agenda was approved with one addition.
3. **Approval of the Minutes**  
Minutes of March 02, 2016 were approved.
4. **Decision/Recommendation Items**
  - a. **Business – program requirement change**
  - b. Dr. Mary Romero reviewed the MBA with a concentration in Finance documents emailed out and gave the rationale for the change. The changes would only affect the students in this concentration.
    - i. Motion to  
accept the revisions to the Masters in Business Administration with a concentration in Finance as submitted  
(Kent/Loewen)  
Motion passed (11 in favor, 0 opposed, 0 abstentions)
  - c. **Education – SBO 329**
    - i. Dr. Carolyn Newman presented the changes to the education programs due to the new law that reduces educational requirements for licensure at the state level.
    - ii. Motion to  
accept the changes to the education programs as outlined by SBO 329  
(Loewen/Gadsden)  
Motion passed (12 in favor, 0 opposed, 0 abstentions)
    - iii. Mr. Michael Raine will meet with the School of Education to update DegreeAudit to comply with the new law.
    - iv. Dr. Carolyn Newman will submit program changes for the next Academic Affairs Committee meeting.
  - d. **Psychology/Sociology-Anthropology Department Split**
    - i. Dr. Ian Williamson and Dr. Tom Ward presented the rationale for the amicable split.

- ii. Questions and discussion of the process of the split, the increased responsibilities of department chairs with evaluations, why the split is organized in this way, the role of the graduate programs, support staff, budgets, and coding.
- iii. Motion to
  - approve and support the separation of the Department of Social and Behavioral Sciences into the Department of Psychology and the Department of Sociology and Anthropology.
  - (Loewen/Maki)
 Motion passes (12 in favor, 0 opposed, 0 abstentions)
- e. **Learning Community – course counting as core**
  - i. Ms. Casey Applegate-Aguilar presented the request to have CS 135 count as a core class for a learning community for the fall 2016.
  - ii. Motion to
    - approve the corrected memo asking for CS 135 ST: Introduction to Information Systems to count for CS 101: Living with Computers for the university proficiency requirement for a learning community for fall 2016 and for fall 2017 if needed.
    - (Kent/Gadsden)
 Motion passes (11 in favor, 0 opposed, 1 abstentions)
- f. **Environmental Science and Management – program requirement change.**
  - i. Dr. Jennifer Lindline presented the program revision to the Natural Sciences M.S. – Environmental Sciences & Management Concentration.
  - ii. Questions and discussion of the number of credit hours and the changes.
  - iii. Motion to
    - accept the program revision to the Natural Sciences M.S. – Environmental Sciences & Management as submitted
    - (Buchanan/Gadsden)
 Motion passes (12 in favor, 0 opposed, 0 abstentions)

## 5. Election of Chair, Vice-Chair, and Secretary for 2016-2017

- a. Chair – Mr. Kerry Loewen was nominated. He was elected.
- b. Vice-Chair – Dr. Gloria Gadsden was nominated. She was elected.
- c. Secretary – Ms. April Kent was nominated. She was elected.
- d. AAC Membership Updates for 2016-2017.
  - i. Dr. Joe Schmalfeldt will be on the AAC for fall 2016 for Exercise and Sport Sciences.
  - ii. Dr. Brooks Maki will return for Chemistry, but as Chemistry and Biology are now separate departments, the AAC will need a representative from Biology.
  - iii. If the Behavioral Sciences department splits for fall 2016, the AAC will need a representative for Psychology. Dr. Gloria Gadsden will return for Sociology and Anthropology.

## **6. Charges from the Faculty Senate**

### **a. Student Support Services – Early Alert**

- i. Mr. Benito Pacheco reviewed the NMHU Alert Systems handout that describes the Attendance Alert, first two weeks of the semester; Early Alert, third and fourth week of the semester; and Academic Alert, fifth week through the end of the semester.
- ii. Academic Support had revised these alerts based on faculty feedback and by researching other institution's procedures. The office offered several trainings on these alerts.
- iii. The Academic Support Office follows up with students by phone, by email, by text, and by notes for on campus students. They give referrals that are appropriate for the type of alert and the comments that are recorded. They document all referrals that are made to students in DegreeAudit.
- iv. Discussion included the purpose of the alerts, the programming in banner, the benefits of the alerts, the data collected, the roll of peer mentors in alerts for on campus students, how center students are alerted, and the reasons for having different types of alerts.
- v. Faculty participation in submitting alerts is essential. Mr. Kerry Loewen recommended that the alerts be renamed by week to make things clearer to faculty in banner. Mr. Pacheco will talk with Mr. Ken Litherland about the script in banner.
- vi. Mr. Pacheco described the new online tutoring service, NetTutor. The online tutoring service just became available on Monday, April 4, 2016. All center directors have been sent the NetTutor flyer and information about this new service. There is an online writing center resource available through this service.
- vii. Dr. Geri Glover will work with Mr. Pacheco to make the online counseling service more well known. This service offered through the counseling training program was introduced this semester.
- viii. Mr. Kerry Loewen, Dr. Gloria Gadsden, and Mr. Carlos Martinez volunteered to beta testing revisions to the alert system with Mr. Pacheco. Please email or call Mr. Pacheco with any comments or suggestions about the alerts system.

### **b. Develop a more explicit matrix for how AP Exams transfer to NMHU credits**

- i. The matrix is on the agenda for the next meeting. Please review the matrix documents emailed out today.

## **7. Program Review**

### **a. Schedule/Status/Guidelines/Committee**

- i. Biology – No report.
- ii. Math – Dr. Conley will be submitting the review of the self-study.
- iii. Physics – No report.

- iv. Business – The department is in a state of transition with the ongoing dean search. The self-study will not be submitted this semester.
- v. Chemistry –The subcommittee and the department will meet soon. This program review should be wrapped up this semester.
- vi. Exercise and Sports Sciences – The self-study will be submitted next fall.
- vii. Music – The program review of the self-study should be presented at the last AAC meeting of the semester.
- viii. The outcomes assessment and program review processes should be streamlined. Dr. Jean Hill can generate a summary table report of peer reviews. The outcomes assessment process will continue to evolve.

## **8. Administrative matters**

### **a. AAC Program and Course change forms**

- i. The subcommittee will meet with registrar's office staff about the forms and report.

### **b. Paper trail of decisions and approvals**

- i. Dr. Carol Linder explained the decision log excel spreadsheet her office uses to track changes. It is housed in SharePoint.
- ii. Mr. Michael Raine said that his office would like access to the decision log. Dr. Linder will work with him to make sure the correct registrar's office staff members get access.
- iii. For the Academic Affairs Committee decisions, it is important that department chairs know what decisions are made and when.
- iv. SharePoint is not good for tracking changes. ITS is investigating software that would be better at tracking changes. Tracking remains a problem.

## **9. Communication from the Administration**

- a. HLC campus forums on the response will be scheduled soon, hopefully next week.
- b. There was a request for forums that report on the April 25, 2016 meeting with the HLC in Chicago.
- c. The Contingent Faculty Handbook is up for approval at the next Board of Regents meeting.
- d. The Common Core Taskforce is moving forward on how to ensure that students take classes outside of their majors and how to help transferability.
- e. Dr. Carol Linder will be resending the syllabus instructions for the common core syllabus project.
- f. Discussion of course numbering across the state. Common numbering will happen at all levels for transferability.

## **10. Communication from Registrar**

- a. The registrar is working on the advising issue in DegreeAudit and is just about complete with correcting default advisors. Soon faculty will have the ability to change students' advisors in Self-Service Banner.
- b. Students will soon be able to change majors online and this will reset the default advisor to the new major. This major change process will be completed before the fall semester.
- c. Students were emailed a notification about who their advisors is in banner.
- d. Default advisors will be reset to clean up the system.

**11. Communication from the Faculty Senate – tabled**

- a. Reminder that approved Faculty Senate minutes can be found on the website.

**12. Communication from the Chair –**

- a. There was general agreement that the inverted agenda format works. This format will be used for the next Academic Affairs Committee meeting.

**13. Subcommittee updates/reports - tabled**

- a. Undergraduate appeals subcommittee
- b. Graduate appeals subcommittee
- c. Ballen subcommittee

**14. Late Additions to the Agenda (minor items only)**

**15. Adjournment Meeting adjourned at 5:07**